

M&M V9 Donation Round Up v5.x Installation and User Manual For Retail Pro® 9-Series 9.3, 9.4

Overview

All files needed for installation are supplied in the MMDonoRoundup9–vx.x.zip file where x.x is the version number.

Licensing

The V9 Donation Round Up is licensed by User ID and total number of inventories for all subsidiaries.

The license file will be named MME-DONATIONRU-[UserID]-[FileCode].lic.

No license is required for dealer keys 40000-49999.

Zip File Contents

MMDonoRoundUp9.dll – Plugin
MMDonoRoundUp9.mnf – Manifest file.
MMDonoRoundUp9.bmp – Bitmap
MM V9 Dono Round Up.pdf – This Installation and User Manual.

Installation

Copy MMDonoRoundUp9.dll, MMDonoRoundUp9.mnf and MMDonoRoundUp9.bmp to the plugins directory.

Register MMDonoRoundUp9.dll using regsvr32.

Start Retail Pro. Add the Make Donation button to the Receipt Form View screen.

Prepare Inventory

Donations are made using items placed on receipts.

The items should be non-inventory items and be non-taxable. ALU should be used to identify the items. For reporting purposes, you may want to put all donation items in a dedicated DCS.

Since Retail Pro system preferences can be configured to prompt for prices on zero price items, it is best if the items have a price of 1.00. The price will be replaced at runtime with the donation amount. The donation amount is always the amount required to round the receipt total up to the next whole dollar (currency) amount.

It is best to place the charity name in the Description1 field and the word Donation in the Description2 field.

More than one charity item can be entered. If more than one is entered, the customer can choose which charity they want to donate to.

Setup

From Workstation Preferences, click Donation Round Up Setup in the User Interface Plug-ins section. The Setup screen will be displayed:

Donation Setup

Subsidiary: 1 Prompt For Donation On Tender Entry

Use Yes/No Prompt Prior To Donation:

Doantion Items:

ALU	Description1	Description2

ALU:

Add

Remove

Select Items

Exit

Select a subsidiary. Donation information is stored by subsidiary.

Prompt On Tender Entry

If “Prompt For Donation On Tender Entry” is checked, then the cashier is prompted to ask the customer if they want to make a donation each time the Tender button is clicked.

Otherwise the Make Donation button must be used to make a donation.

Use Y/N Prompt Prior To Donation

If checked, the screen prompt is displayed with Yes/No buttons prior to displaying the Take Donation screen. If No is selected, the Take Donation screen is not displayed.

Screen Prompt

Enter a prompt that will be displayed if Use Y/N Prompt Prior To Donation is checked.

Donation Items

Add donation items to the screen by entering the ALU and clicking the Add button or by clicking the Select Items button.

If Select Items is used a screen is displayed where items can be filtered and then selected.

To remove a donation item, select it and click the Remove button.

Receipts

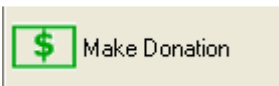
Prepare a receipt as is normally done.

Prompt On Tender Entry

If "Prompt For Donation On Tender Entry" is checked in Setup, then the cashier is prompted to make a donation when the tender button is clicked.

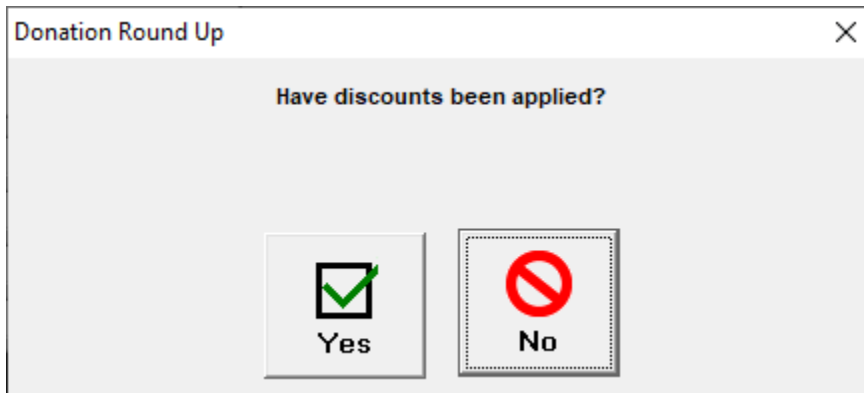
Make Donation Button

The Make Donation screen can also be displayed by clicking the Make Donation button:



Yes/No Prompt


If "Use Y/N Prompt Prior To Donation" was checked in Setup, the Screen Prompt is displayed with Yes/No buttons:



If No is selected, the Make Donation screen is not displayed.

If Yes is selected, the Make Donation screen is displayed.

Make Donation Screen (One Charity)



Make Donation

Have discounts been applied?

Would the Customer Like to Make a Donation
To WORLD WILDLIFE FUND?

Donation Amount:

Additional Donation:

New Receipt Total:

If a screen prompt was entered in Setup, it is displayed at the top of the screen.

If only one charity has been entered, the cashier is asked if the customer wants to make a donation to that charity. The amount and new receipt total are shown.

The cashier can enter an additional donation amount. As the additional amount is entered, the new receipt total is changed.

Make Donation Screen (Multiple Charities)

Have discounts been applied?
Would the Customer Like to Make a Donation?


Make Donation To:

Description1	Description2
WORLD WILDLIFE FUND	DOANTION
SALVATION ARMY	DONATION
UNITED WAY	DONATION


Donation Amount:

Additional Donation:

New Receipt Total:



No



Yes

If a screen prompt was entered in Setup, it is displayed at the top of the screen.

If multiple charities have been entered, the amount of donation and receipt total with donation are shown.

The cashier should select a charity.

The cashier can enter an additional donation amount. The new receipt total changes as the additional amount is entered.

Click Yes to add the donation item to the receipt.

Click No to not make the donation.

Reporting

Reporting on donation amounts can be done with normal Retail Pro sales reports filtered for the donation items.